Headquarters U.S. Air Force

Integrity - Service - Excellen

WORLDWIDE ENVIRONMENTAL RESTORATION AND CONSTRUCTION (WERC)

Pre Solicitation Conference
Solicitation F41624-03-R-8046

U.S. AIR FORCE

27 June 2003

Introductions

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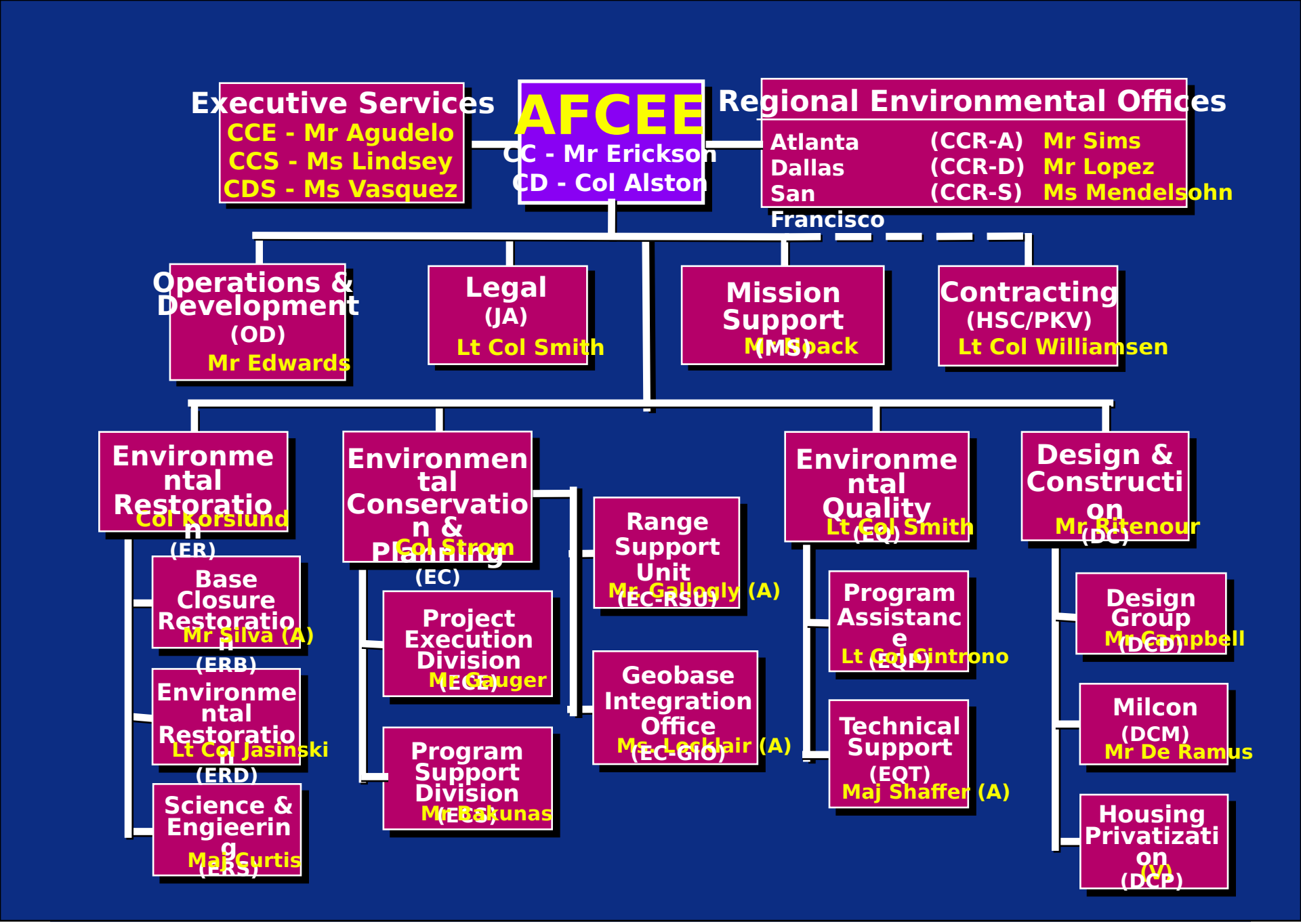
Presenters

Name	Function
Bea DeLosSantos	Contracting Officer
Diane Glass	Source Selection Evaluation Chairperson
Connie Massenburg	Contract Specialist
Mike Mullen	Advisor


AFCEE
CC - Mr Erickson
CD - Col Alston
Executive Services
CCE - Mr Agudelo
CCS - Ms Lindsey
CDS - Ms Vasquez
Regional Environmental Offices
Atlanta (CCR-A) Mr Sims
Dallas (CCR-D) Mr Lopez
San Francisco (CCR-S) Ms Mendelsohn
Operations & Development (OD) Mr Edwards
Legal (JA) Lt Col Smith
Mission Support (MS) Mr Spack
Contracting (HSC/PKV) Lt Col Williamsen
Environmental Restoration (ER) Col Korslund
Base Closure Restoration (ERB) Mr Silva (A)
Environmental Restoration (ERD) Lt Col Jasinski
Science & Engieering (ERS) Maj Curtis
Environmental Conservation & Planning (EC) Col Strom
Project Execution Division (ECE) Mr Gauger
Program Support Division (ECS) Mr Bakunas
Range Support Unit (EC-RSU) Mr Gallogly (A)
Geobase Integration Office (EC-GIO) Ms Lecklair (A)
Environmental Quality (EQ) Lt Col Smith
Program Assistance (EQP) Lt Col Cintrono
Technical Support (EQT) Maj Shaffer (A)
Design & Construction (DC) Mr Ritenour
Design Group (DCD) Mr Campbell
Milcon (DCM) Mr De Ramus
Housing Privatization (DCP) (V)

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Announcements

- **Registration**
- **Q&A**
- **Restrooms**
- **Breaks**

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Purpose

- To help you submit better proposals
- To help us receive higher quality proposals

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Ground Rules

- **Presentation Materials will be placed on the WERC website and FedBizOps**
- **RFP takes precedence over any discussion / answer provided in the conference**
- **RFP is posted on the WERC website and FedBizOps**
- **Tape recorders or video cameras are not allowed during the conference**
- **There will be a Q&A period after the presentations**

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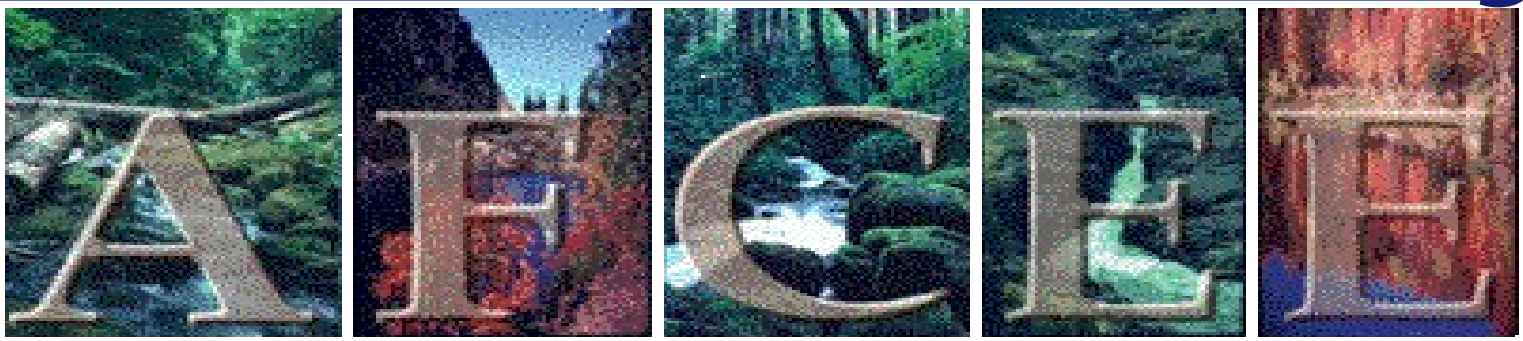
AFCEE Acquisition Strategy



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- **Scope**
- **Strategy**
- **Choice of Competition**
- **Contracting**

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WERC Scope

- **Primarily Environmental Tasks**
  - **Engineering and Construction**
  - **Contractors may be tasked to complete conceptual designs and then construct**
- **Secondary Requirement for Traditional Tasks**
  - **Engineering and Construction**
  - **No design work except incidental modifications required for construction**

NOTE: Services removed from WERC

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WERC Strategy

- Program Ceiling: $4 billion
- Procure under NAICS 562910 (Environmental Remediation)
  - Size standard of 500 employees
- Approximately 20 Awards
- Approximately 1-8 Small Business set-asides
- Approximately 1-3 8(a) set-asides
- AFCEE reserves the right to adjust the number of awards based on the quality and quantity of proposals received

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Choice of Competition

- **Offerors must identify the choice of competition**
  - **Full and Open**
  - **8(a)**
  - **Small Business**
- **All Offerors must complete Choice of Competition Form (ITO 3.3; Attachment L-6)**
- **Only one contract can be awarded to an Offeror**

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Number of Contracts (M001.2)

- **Approximately 20 contracts to be awarded**
  - **Competitive small business set-asides: 1 – 8**
    - **Small business and 8(a) automatically evaluated**
  - **Competitive 8(a) set-asides: 1 – 3**
    - **Only 8(a) evaluated**
  - **Full and Open**
    - **Large Business automatically evaluated**
    - **Small Business and 8(a) must identify their intent to compete**
- **Total number of awards will be based on the quality and quantity of proposals received**

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Contracting

- **Contract Types**
  - **Firm-Fixed Price (FFP)**
  - ***Cost-Plus Incentive-Fee (CPI)**
  - **Cost-Plus Award-Fee (CPAF)**
  - ****Cost-Plus Fixed-Fee (CPFF)**
  - ***Fixed Price Incentive (FPI)**

  *** Incentives are tailored and identified at the TO level specific to the requirements**

  **** CPFF TOs prohibited for MILCON appropriated projects**

- **Indefinite-Delivery: Indefinite-Quantity (IDIQ)**
  - **Multiple Awards (approximately 20 contracts)**
  - **Each Minimum Contract Guarantee: $15,000**
  - **Task Orders (TO) initiate performance to specific requirements. Minimum $ 5,000**

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Contracting

- **Period of Performance**
  - **Ordering period: 5 years (60 months)**
  - **Performance completion: 3 years thereafter (96 months total)**
  - **Program Ceiling**
  - **$4 billion**
  - **AFCEE may adjust (upward) annually based on historic, current and/or projected workload. Maximum 250% of the original program ceiling.**

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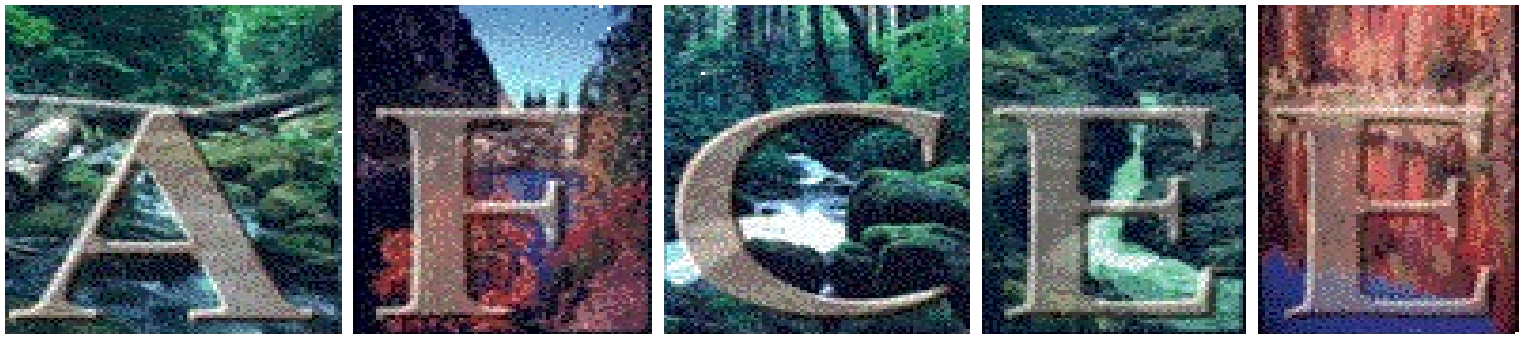

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Questions

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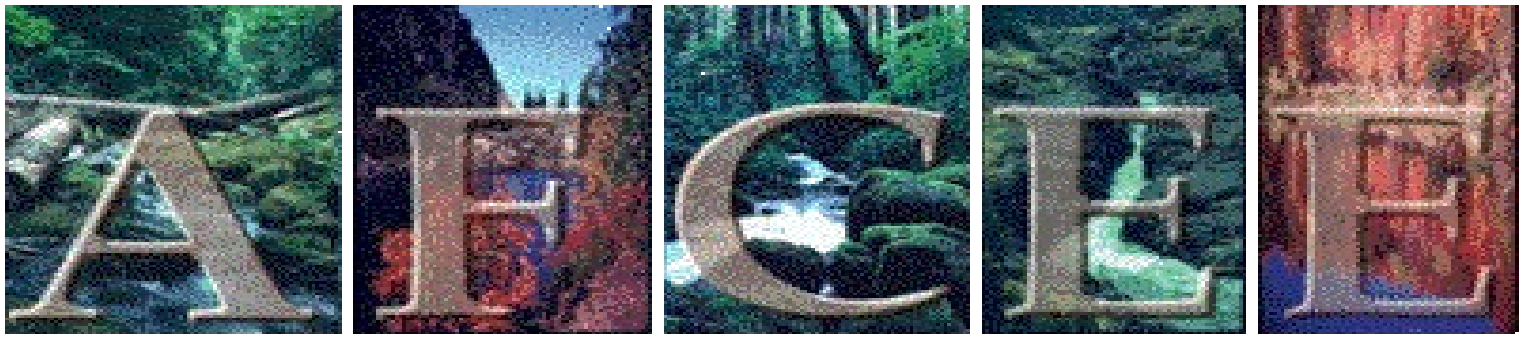
Award Process



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2 Phase Process

- **Basis for Award**
- **Number of Awards**
- **Rejection of Offers**

Basis of Award (M001.A)

- 2-Phase process
- Best value award decision

Phase I

- Evaluation of Volume 2 (Technical) ONLY
- Evaluators determine technical acceptability
- Only those deemed technically acceptable will be considered in Phase II
- Those not deemed acceptable will be notified as soon as practicable

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M001.A(6) (continued)

Phase II

- **Phase II considers performance in excess of the technical acceptability requirements in Phase I**
- **The best overall offers will be selected based on**
  - **Mission Capability**
  - **Past Performance**
  - **Proposal Risk**
  - **Price**
- **Selection conducted in accordance with AFFARS 5315.3 Source Selection**
- **Awards to Offerors who give the Government the greatest confidence they will best meet or exceed the requirements**
- **Proposals will be independently rated**
- **Same selection process for the 3 levels of competition**
- **The SSA will integrate the source selection team's evaluations for selection determination**

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Rejection of Offers (M001.F)

- **Unrealistic offers will be rejected**
- **Basis will be**
  - **Program commitments**
  - **Unrealistically high or low in Price**
  - **Failure to comprehend the complexity and risks of the program**

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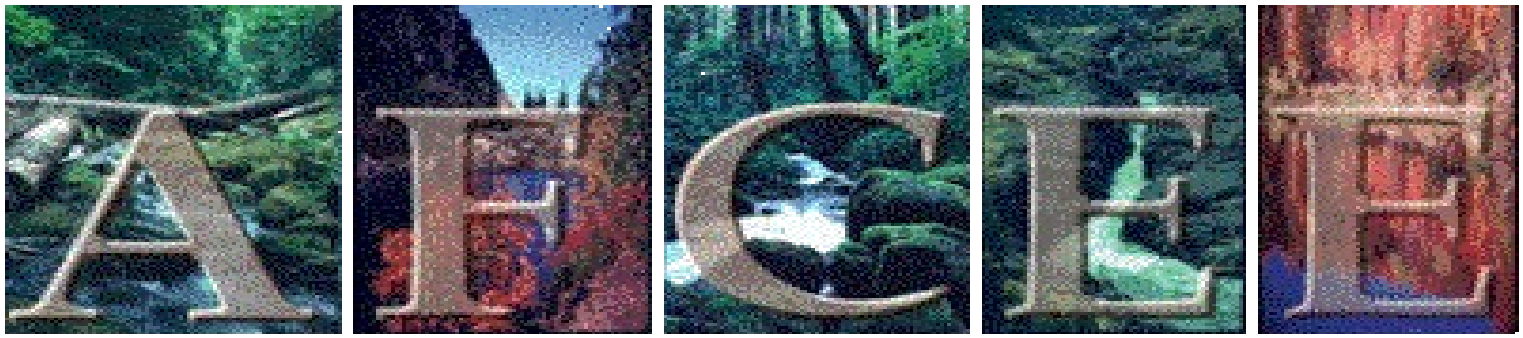
General Information



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- **Submittal Details**
- **Point of Contact**
- **Notifications / Debriefings**
- **Discrepancies**
- **Teaming**
- **Organization / Administrative Details**

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Proposal Submittal

- **Location (SF33 Block 8)**

  Ms. Bea De Los Santos
  311 HSW/PKVC
  2810 Sidney Brooks (Building 649)
  Brooks City-Base, TX 78235-5120

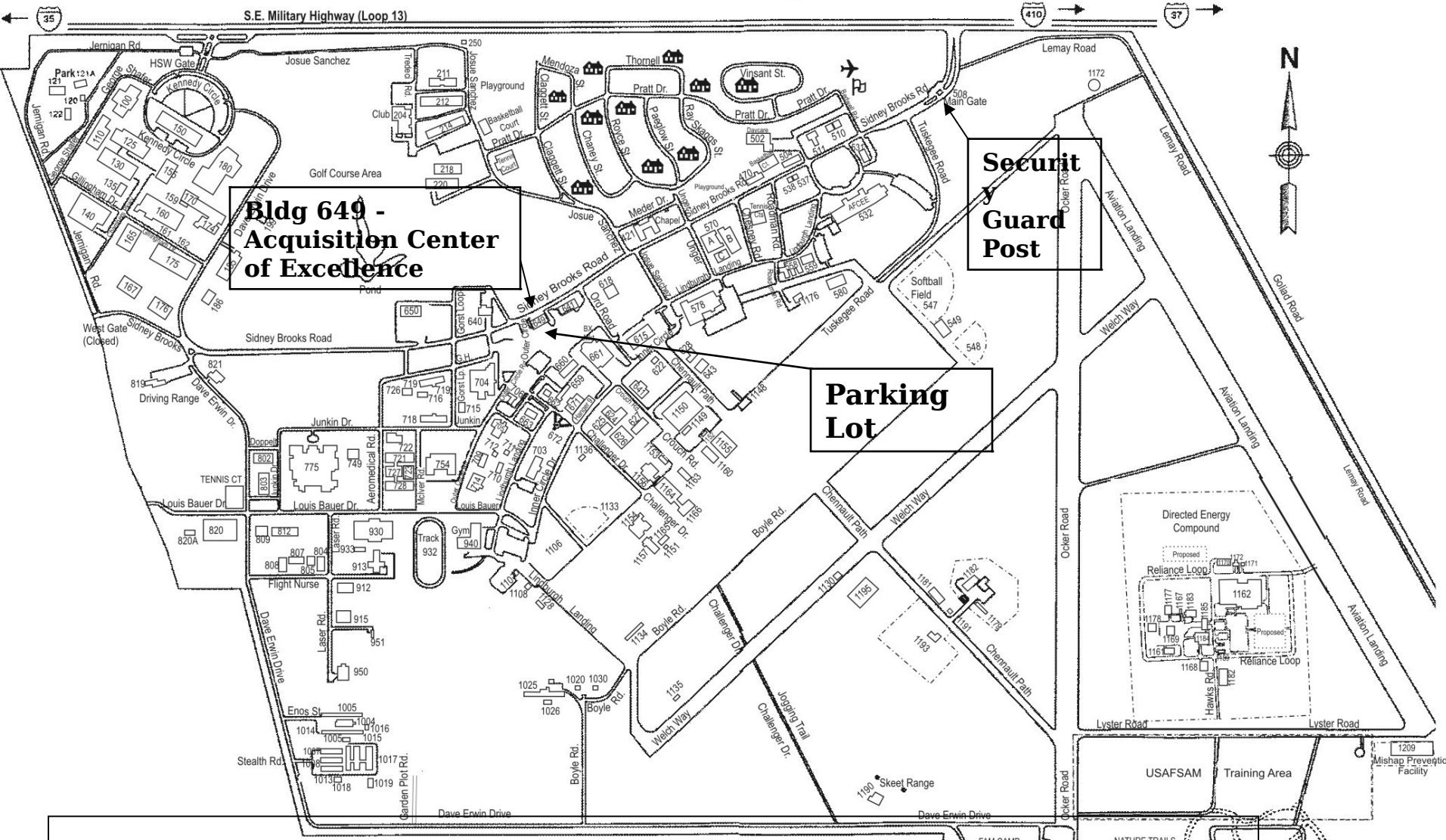
- **Date**

  30 July 2003

- **Time**

  3:30 PM (Central Time)

Brooks City-Base



Enter the main gate to Brooks City-Base on SE Military Dr. You are on the main road called Sidney Brooks. Building 649 is on the left side of Sidney Brooks approximately one mile from the front gate. It is located at the intersection of Sidney Brooks and Outer Circle Rd. Turn left onto Outer Circle Rd. Then, take the first left turn and park behind Building 649. Enter the building using the Acquisition Center of Excellence entrance. This is the door on the left side of the building when looking at it from the parking lot. Just to the right of the door, which is kept locked, is a buzzer. Press the buzzer

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AFCEE Point of Contact

ITO 2.1.1

- **Effective Immediately:**
  - **The CO is the only POC for this acquisition**
  - **Direct all questions or concerns to the CO**
  - **Fax or e-mail written requests for clarification permitted**
- **The CO for this acquisition is:**

Ms. Bea De Los Santos
311 HSW/PKVC
2810 Sidney Brooks (B649)
Brooks City-Base, TX 78235-5120
210-536-8480
FAX: 210-536-4419
bea.delossantos@brooks.af.mil

Copy all e-mails to Connie Massenburg:
connie.massenburg@brooks.af.mil
Phone: 210-536-2812

Notifications / Debriefings

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ITO 2.1.2

- **Phase I: notification with a basis of determination**
- **Phase II: debriefing in accordance with FAR 15.506**
  - **All Offeror(s) may request a debriefing by providing a written request to the CO**
  - **Requests must be submitted within 3 calendar days after the CO announces the awards**
  - **Debriefings will be conducted within 5 days (as schedule permits)**

RFP Questions & Discrepancies

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ITO 2.1.3 / L6

- **If these instructions contain the following:**
  - **Error(s)**
  - **Omission(s)**
  - **Technically unsound practice(s)**

Notify the CO in writing with rationale immediately, but no later than 10 days after release of the RFP

Teaming

ITO 2.1.4; 3.6; 4.2

- **All team members must have TA / LOIs**
- **First Tier Subcontractors**
  - **Projected performance < 20% of the work**
    - **Include as team member at the Prime's discretion**
    - **If included, either a TA or LOI is required**
  - **Projected performance > 20% of the work**
    - **Signed TA or LOI required**
- **Remember:**
  - **Subcontractors without TA or LOI will NOT be considered or evaluated as part of the team**
    - **This includes any materials submitted: projects, past performance information, etc.**

Teaming (Continued)

- **Joint Ventures – sole business entity**
- **Mentor-Protégé (M-P) – formal TAs or LOIs are required to qualify as team member**

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Organization & Administrative Details

ITO 2.2

- **All proposals MUST conform to the defined:**
  - **Organization**
  - **Distribution**
  - **Number of copies**
  - **Page limits**

- **Noncompliance could result in an unacceptable proposal**

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General Format

- **Keep the response brief – but provide sufficient detail for evaluation (ITO 2.3.2)**
- **Pricing information is restricted to Volume IV (ITO 2.3.4)**
- **DO NOT CROSS REFERENCE INFORMATION (ITO 2.3.5)**
  - **Volumes and sections will be evaluated on an individual basis**
  - **If requested information is not in the specified location, it will be considered omitted**

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General Format (continued)

- **Each volume shall contain:**
  - **Tabs (ITO 2.3.6)**
    - **For titles, see ITO Table 2.2**
  - **Table of Contents (ITO 2.3.7)**
  - **List of Tables and Figures (ITO 2.3.8)**
  - **Glossary of Abbreviations and Acronyms (ITO 2.3.9)**

- **These pages do not count against the page limitations**

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General Format (continued)

- **Proposal Copies**
  - **"Original" (ITO 2.3.10.1)**
    - **Clearly marked as original; with cover sheet, volume number, Offeror's name, solicitation title, and solicitation number**
    - **Unbound**
    - **Standard top 2-hole punched**
    - **Printed "head-to-foot"**
  - **Hard Copies (ITO 2.3.10.2)**
    - **Separately bound in 3-ring binder**
    - **Cover sheet indicates: volume number, Offeror's name, solicitation title, and solicitation number**
    - **Label the front cover and spine: ID volume number, copy number, Offeror's name, solicitation title, and solicitation number**
    - **Do NOT use binder colors associated with security designations**

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General Format (continued)

- **Proposal Copies (continued)**
  - **Electronic (ITO 2.3.10.3) – submit on CD-ROM in sleeves (not cases)**
    - **Compatibility: Pentium PCs, Adobe Acrobat Reader v5.0, Office 2000**
    - **Paper proposal prevails over electronic**
    - **NO sound or video clips**
    - **File directory and organization consistent with the RFP**
    - **Also include MS Word file with master TOC**
    - **All Volumes in pdf searchable text format**

General Format (continued)

- **Proposal Copies (continued)**
  - **Electronic (ITO 2.3.10.3) continued**
    - **Proposal: mark CD and sleeve with "volume number, copy number, Offeror's name, solicitation title, and solicitation number"**
    - **Separate CD-ROM with PDF of labor rate tables – mark CD and sleeve with "WERC Labor Rates, volume number, Copy 2, Offeror's name, solicitation title, and solicitation number"**

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General Format (continued)

- **Page Format (ITO 2.3.11.1)**
  - **Double sided – as much as possible**
  - **Recycled paper preferred**
  - **Page size: 8.5x11**
  - **1 inch margins**
  - **Text – portrait; graphics & tables – landscape OK**
  - **Single line spacing, 12 pt font minimum – except:**
    - **No smaller than 8 pt for charts, graphs, and figures**
    - **No smaller than 10 pt for table text, 8 pt for table labels**
    - **Reproduced sections of the solicitation**
  - **All statements, markings, and page numbers fall within defined margin**
  - **Number pages sequentially by volume and section**

  - **Page format also applies to Evaluation Notice Responses**

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General Format (continued)

- **Page Format (continued)**
  - **Foldouts (ITO 2.3.11.2)**
    - **Only for large tables, charts, etc.**
    - **Do not exceed 11x17 inches**
    - **Keep pages legible**
    - **Graphic / Table dimensions limited to 9x15.5**
    - **Fold so that the page can be read without removal from binder**
    - **Fold entirely within the volume**

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General Format (continued)

- **Page Limitations (ITO 2.3.11.3; ITO Table 2.2)**
  - **Do not exceed the stated limitations – excess pages will not be evaluated**
  - **Page limitations are per Volume section as specified**
  - **Each printed side of 8.5x11 will count as 1 page**
  - **Each printed side of a foldout will count as 2 pages**
  - **Evaluation Notice (EN) page limitations identified in letters forwarding the ENs to Offerors**

Questions

Proposal Organization

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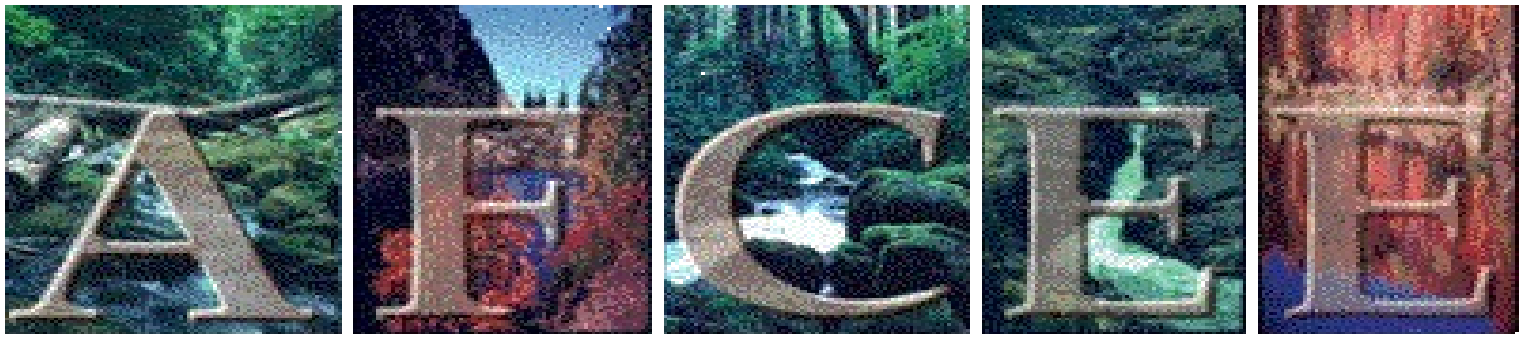

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RFP Content and Instructions

- **Volume I**
- **Volume II**
- **Volume III**
- **Volume IV**
- **Volume V**

Volume I - Contracting

- **Copies:**
  - **1 Original, unbound**
  - **1 Hard copy**
  - **1 Electronic**

- **Page Limit:**
  - **Executive Summary – 5 pages**
  - **Remaining Sections – no page limit**

Note: Presented on Table 2.2 of the RFP

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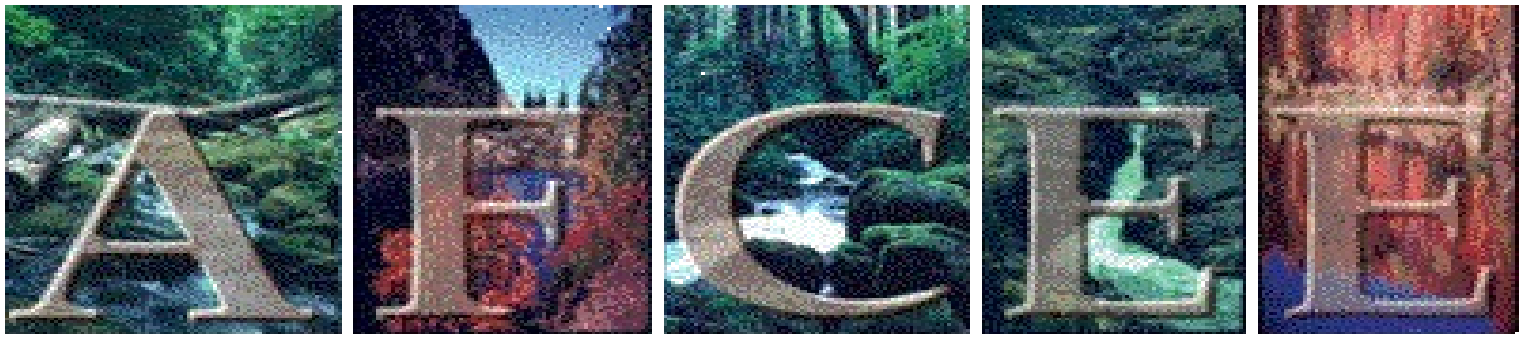
Volume I (ITO 3.0)

Requirements	Comments
■ Executive Summary ■ Master TOC ■ TOC ■ List of Tables & Drawings ■ Glossary ■ Choice of Competition ■ Validity Statement ■ Contact Information ■ TA / LOI ■ Exceptions ■ Model Contract ■ Representations & Certifications	Incomplete submittal may result in determination of an unacceptable proposal

Volume I (ITO 3.8.2)

Attachments to the Model Contract

- **Attachment 1 – Statement of Work**
- **Exhibits A, B, C – CDRLs**
- **Attachment 2 – Key Personnel**
  - **Provide a listing of key personnel (contract clause PKV H022)**
- **Attachment 3 – Labor Category Qualifications**
- **Attachment 4 – Subcontracting Plan**



Questions

Volume II - Technical

- **Copies:**
  - **1 Original, unbound**
  - **7 Hard copies**
  - **1 Electronic**

- **Page Limit:**
  - **Executive Summary – 5 pages**
  - **Resources – 15 pages (excludes Bonding Letters)**
  - **Management Approach – 15 pages**
  - **Experience – 20 pages**

Note: Presented on Table 2.2 of the RFP

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Volume II (ITO 4.0)

Requirements	Comments
■ Executive Summary ■ TOC ■ List of Tables & Drawings ■ Glossary ■ TA / LOI ■ Resources ■ Management Approach ■ Experience	■ Section M – factors are defined

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Volume II – (ITO 4.4) Subfactor 1.1

Resources

- Org Chart
- Resumes for each Key Personnel and Project Managers (max 1/2 page each)
- Prime – describe how resources will be used
- Team – describe how resources will be used
- Location of team offices
- Bonding ability

Comments

- Key distinction between Prime and Team capabilities
- If a JV, must submit bonding ability for the JV, not the individual companies
- Bonding company may issue combined bond for both companies in a JV

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Section II (ITO 4.5) Subfactor 1.2

Management Approach

- Management of team
- Administration of Prime resources (multiple, diverse TOs)
- Administration of Team resources (multiple, diverse TOs)
- Process to ID and mitigate management issues
- Process for ensuring cost, schedule, quality goals
- Approach for maintaining quality levels (minimal gov oversight)
- Approach for managing remote projects

Comments

- Key distinction between Prime and Team capabilities
- Demonstrate ability to implement and manage

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Volume II (ITO 4.6) Subfactor 1.3

Team Experience

- **Focus on SOW aspects**
- **Only projects conducted within the last 5 years**
- **Provide minimum of one (1) project in 4.6(a) for team members who are expected to perform >20% of the work**
- **A minimum of one (1) project is required somewhere in 4.6(a), (b), or (c) for team members who are expected to perform <20% of the work**
- **Provide all requested project information**

Comments

- **Incomplete submittal may result in determination of an unacceptable proposal**

Volume II (ITO 4.6(a)) Subfactor 1.3 continued

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DETAILS

- **Provide requested project types and the corresponding number of projects (total of 15)**
  - **Environmental remediation**
  - **Environmental construction**
  - **Innovative technology**
  - **UXO**
  - **Construction**
  - **Working relationship with regulators**
  - **Successful mitigation of stakeholder concerns**

Volume II (ITO 4.6(b)) Subfactor 1.3 (continued)

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Big Picture

Team Experience

- **Depth & Breadth (ITO 4.6(b))**
  - **Narrative summary of projects**
  - ***Projects* completed no more than 5 years prior to the due date of this solicitation**

Comments

- **If task/delivery orders were presented in 4.6(a), describe the entire contract here**

Volume II (ITO 4.6(c)) Subfactor 1.3 (continued)

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Geographic

Team Experience

- **Simultaneous Geographically Dispersed Projects (ITO 4.6(c))**
  - ***Projects* substantially completed no more than 5 years prior to the due date of this solicitation**
  - **Organize by Prime contractor, then by project type**
  - **Provide a table similar to the Simultaneous, Geographically Dispersed Projects Format provided in Attachment L-7**

Comments

- **E.g. ENRAC or other IDIQs can use TO's that are 80% complete**
- **Offerors' responsibility to determine which projects are relevant**

Volume II (ITO 4.6(a,b,c))

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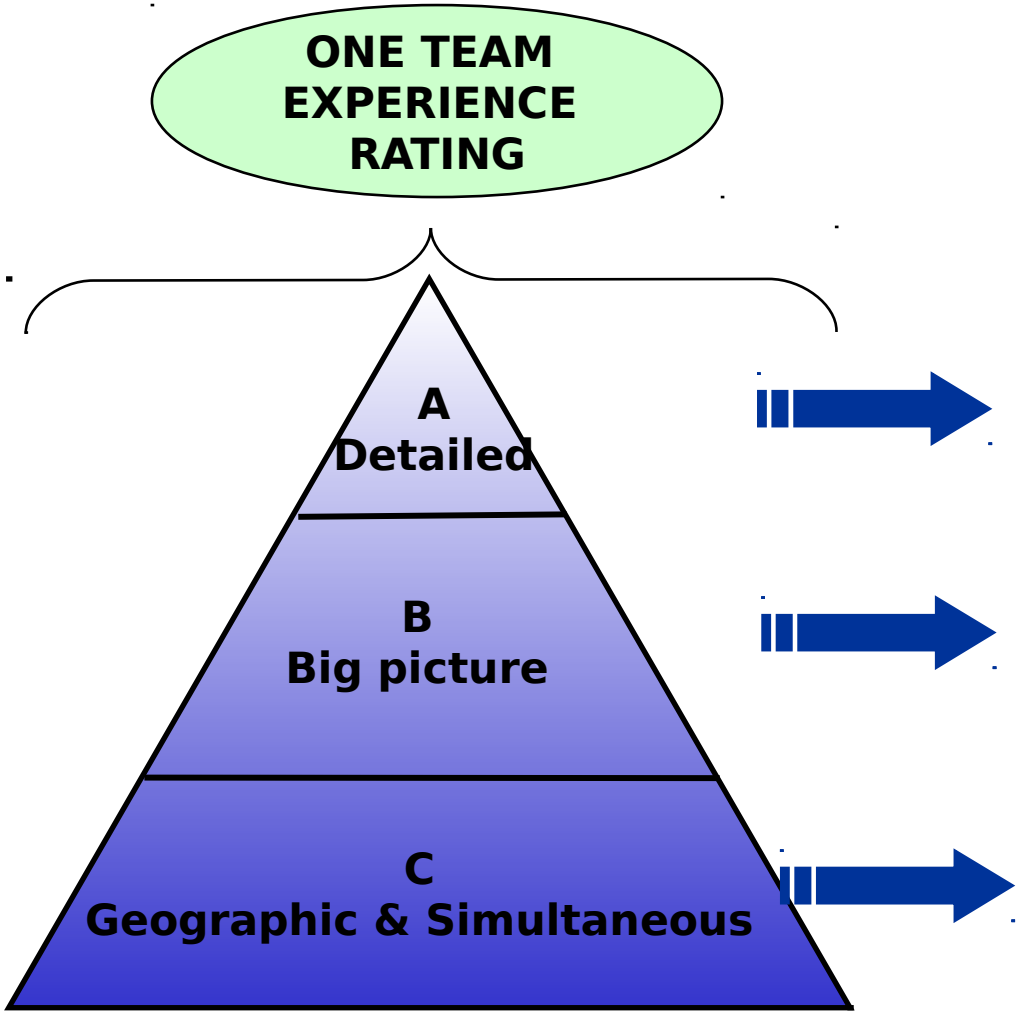

- TO specific projects (15)
- Overall project / project summary
- Simultaneously executed geographically dispersed projects

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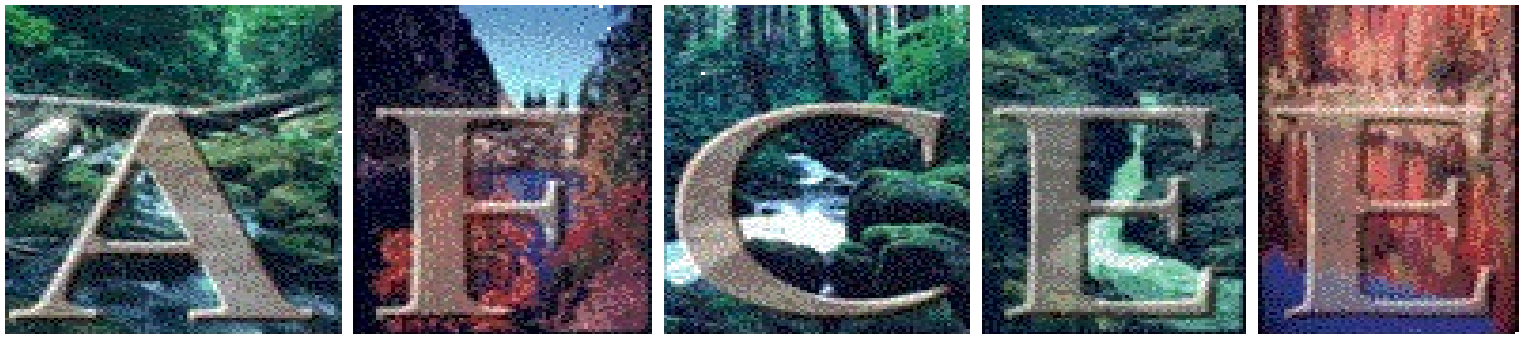
Volume II (ITO 5.0) Proposal Risk

Proposal Risk	Comments
■ ID implementation risks ■ ID mitigation of risks ■ ID successful use of proposed Mission Capability approach ■ Integrate with Mission Capability section	■ Each mission capability subfactor will receive a proposal risk rating



Questions

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Volume III – Past Performance

- **Copies:**
  - **1 Original, unbound**
  - **4 Hard copies**
  - **1 Electronic**

- **Page Limit:**
  - **Organization Structure – 2 pages**
  - **Past Performance Summary – 5 pages**
  - **Past Performance Information Sheets (per form page limit)**
  - **Past Performance Questionnaires – Tab Only**

Note: Presented on Table 2.2 of the RFP

Volume III (ITO 6.0)

Organization

- TOC
- List of Tables and Drawings
- Glossary
- Organizational Structure Change History
- Past Performance Summary
- Past Performance Information Sheets
- Past Performance Questionnaires (tab only)
- Consent Letters
- Client Authorization Letters

Volume III (ITO 6.2; 6.3)

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Organizational Structure Change History

- **Roadmap describing org changes**

Past Performance Summary

- **Role of offeror and each team member**

Comments

- **Assists in project relevancy evaluation when companies have merged or changed ownership**
- **Confirms the role of the *team member* compared to the scope of the *projects* submitted**

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Volume III (ITO 6.4)

Past Performance Information Sheets (PPI)

- **Provide a minimum of one (1) PPI for team members who are expected to perform >20% of the work**
- **PPIs are optional for team members who are expected to perform <20% of the work**
- **Maximum of 10 PPIs for each Team**

Comments

- **Data obtained by the government from other sources will also be used**

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PPI Forms (ITO 6.4(g))

- **PPIs shall be limited to *projects* submitted to meet requirements in Section L, ITO, paragraph 4.6(a) or 4.6(b) or 4.6(c)**
- **The Form is provided on the WERC website**
- **Part I – Acquisition Offeror Information**
- **Part II – General Contract Information**
- **Part III – Detailed Contract Information**
- **Part IV – Rationale for WERC Acquisition**
  - **Relate scope summary to WERC scope**
  - **Rationale for relevance**
  - **Demonstrate management actions employed to overcome problems**
- **Part V – Identify those persons/customers most knowledgeable about the contract**

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PPQ Forms (ITO 6.5)

- **Offerors are responsible for the following:**
  - **Send out the PPQ**
  - **Track status of the PPQ**
  - **Ensure that PPQs are received by the government by the proposal due date**
- **At a minimum**
  - **Past Performance Questionnaires (PPQs) (ITO attachment L-3) must be sent to the project/task manager and the contracting officer**
  - **If a PPI was submitted for a regulatory/stakeholder project, then a PPQ must also be sent to the regulatory/stakeholder POC**
- **Contact Ms. Cynthia DeLaGarza for confirmation of PPQ receipt (Cynthia.Delagarza@brooks.af.mil, 210-536-5493)**
  - **Provide: Offeror's Name; PPI Contractor Name; PPI Contractor #**

Consent Letters (ITO 6.6)

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- Provide original consent letters for each teaming partner / joint venture partner
- Evaluated only for completeness and presence for each teaming / joint venture partner
- The consent letter must include an authorized release of past and present performance information
- Sample letter provided as ITO Attachment L-4

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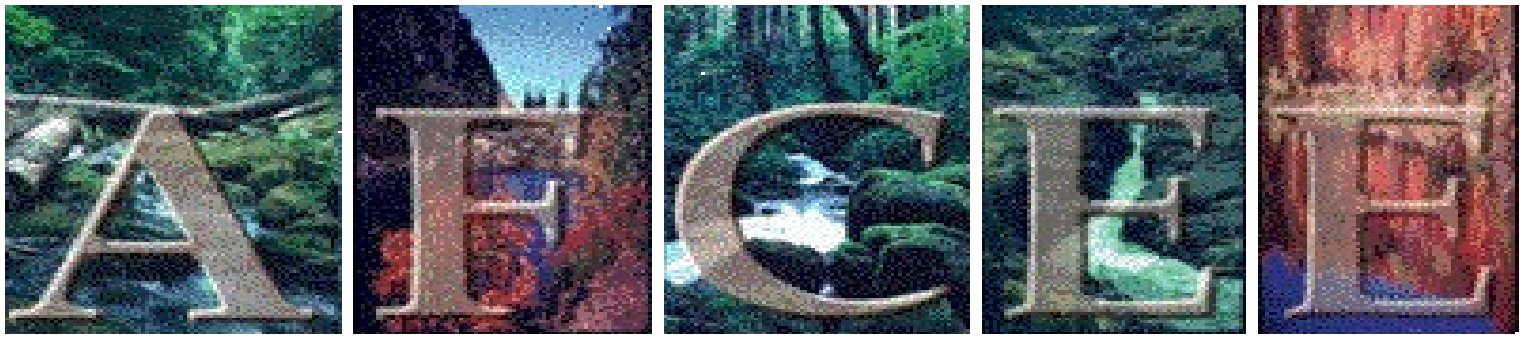

THE AIR FORCE CENTER FOR ENVIRONMENTAL EXCELLENC

Questions

U.S. AIR FORCE

Volume IV - Price

- **Copies:**
  - **1 Original, unbound**
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- **Page Limit: no page limit**

Volume IV (ITO 7.0)

Organization

- TOC
- List of Tables
- Glossary
- Accounting System
- FFP Labor Rates
- Exceptions / Assumptions and Rationale
- Financial Documents

U.S. AIR FORCE

Volume IV (ITO 7.3)

Accounting System

- **Accounting system determined adequate by DCAA**
- **Prime contractors complete the Prereview Request on the WERC website…**

… A.S.A.P.

Comments

- **Offerors provide evidence of adequate system**
- **This is not an evaluated criterion…**

… but it is a basic requirement with a pass/fail determination

U.S. AIR FORCE

Volume IV (ITO 7.4)

Labor Rates

- Cost information is for fully burdened Firm-Fixed Price hourly labor rates & build up of the rates
- Labor categories are identified in ITO Table 7.4.1
- Use indirect cost categories applicable to your company
- Provide the indirect rates applied to subcontractors and other direct costs (ODCs)
- Submit separate spreadsheets for the prime and each team member

Comments

- Provide rates in format of the WERC Labor Rate Spreadsheet provided on the WERC website
- Do NOT alter or split factors to fit specified categories
- The proposal will be deemed incomplete if labor rates are not proposed for all labor categories

Format for file names:

Offeror_TeamMbr.xls

U.S. AIR FORCE

Volume IV (ITO 7.4) continued

Labor Rates

- **Submit hourly rate for each labor category (either prime, contractor, or both)**
- **Submit rates for each of 9 contract years; calendar based on the Government Fiscal Year**
- **The first contract year will be 01 Oct 2003 through 30 Sep 2004**
- **Provide on-site and off-site fully burdened rates using separate spreadsheet**
- **Round labor rates to the nearest penny**

Comments

- **Successful Offeror's fully burdened rates will be incorporated into the resulting contract**
- **Proposed labor rates may be subject to verification by DCAA**

U.S. AIR FORCE

Volume IV (ITO 7.5; 7.6)

Labor Rates

- Labor category qualifications are provided in ITO Attachment L-1
- Stated qualifications are the minimum for each category

Comments

- Successful offerors are responsible for providing staff who meet the minimum qualifications
- Labor category qualifications are not evaluated

Exceptions/Assumptions & Rationale

- Identify any exceptions taken
- Identify any assumptions made

Comments

- Exceptions are STRONGLY discouraged
- Provide complete rationale for each exception or assumption

U.S. AIR FORCE

Volume IV (ITO 7.7)

Financial Documents

- **Primes**
  - **Provide the last 3 years of financial statements**
  - **Year to date financial information (through the last quarter)**
  - **Submit audited, reviewed, compiled, or certified financial statements**
- **Offerors shall explain how performance will be funded for the initial 90 days of the contract**

Comments

- **Financial responsibility is NOT an evaluation criterion…**

  …but it is a basic contract requirement with a pass/fail determination

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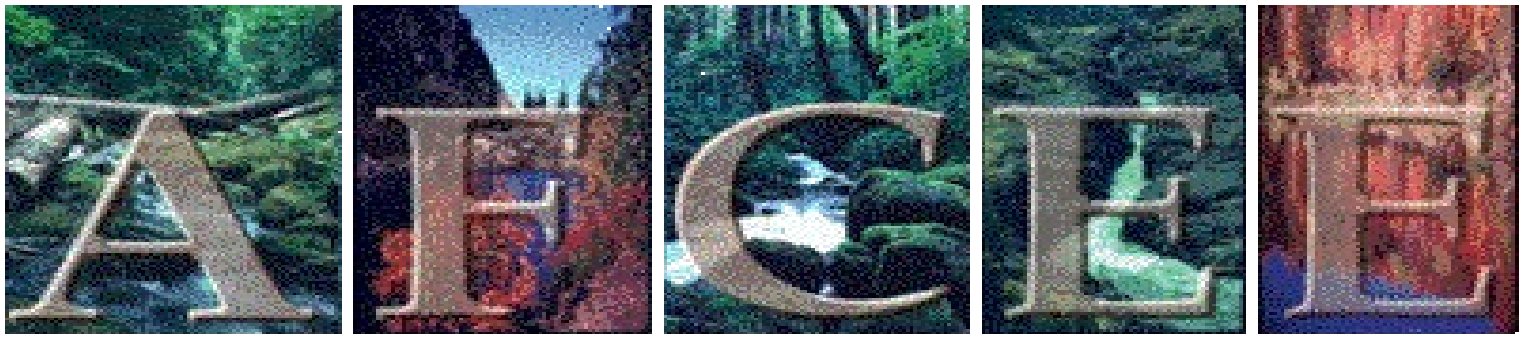


THE AIR FORCE CENTER FOR ENVIRONMENTAL EXCELLENC

Questions

Integrity - Service - Excellence

As of:

Volume V – Small Business

U.S. AIR FORCE

- **Volume V Applies ONLY to Full and Open Competition**

- **Copies**
  - **1 Original, unbound**
  - **1 Hard copy**
  - **1 Electronic**

- **Page Limit:**
  - **Mission Capability – 10 pages**

Volume V (ITO 8.0)

Organization

- TOC
- List of Tables and Drawings
- Glossary
- Mission Capability Subfactor 1.4 Small Business Participation
- Small Business Subcontracting Plan

Volume V (ITO 8.3.1)

If a Subcontracting Plan is Required by FAR 19.7

- **Describe Prime's corporate commitment in providing opportunities for small business (ITO 8.3.1(a))**
- **Describe the goals / targets (ITO 8.3.1(b))**
  - **How the subcontracting plan compares to Air Force goals / targets**
  - **How subcontracting percentages and goals will be met – expressed in dollars and in percentages of total proposed subcontracting dollars for subcontracting**
  - **Present targets expressed as dollars and percentages of anticipated total contract value, in each of the applicable, authorized NAICS Industry Subsectors. For proposal purposes, provide your assumption of anticipated total contract value.**
- **Provide the Plan in accordance with FAR 19.7 (ITO 8.3.1(c))**

Volume V (ITO 8.3)

If a Subcontracting Plan is NOT Required by FAR 19.7

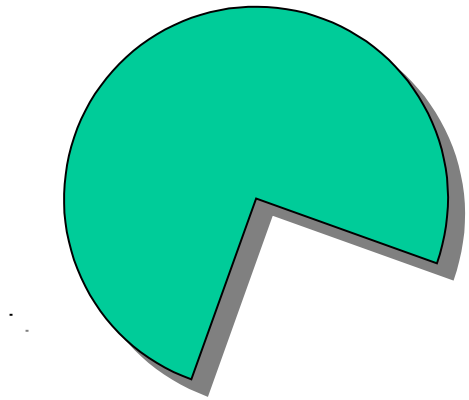
If a SB or 8(a) requests that their proposal be considered under the full and open competition and a Subcontracting Plan is NOT Required by FAR 19.7 then

- **Describe Prime's corporate commitment in providing opportunities for small business**
- **Describe strength and specificity of commitments**
- **Describe how the Prime will meet the small disadvantaged business goal of 5%, expressed in dollars and in percentages of anticipated total contract value**
- **Provide targets for small disadvantaged businesses expressed in dollars and in percentages of total contract value**
- **For proposal purposes, provide your assumption of anticipated total contract value.**

Volume V – Total Contract Value

- **Total Contract Value – for evaluation purposes, provide your assumptions of anticipated total contract value**

“piece of



What is your

the pie”

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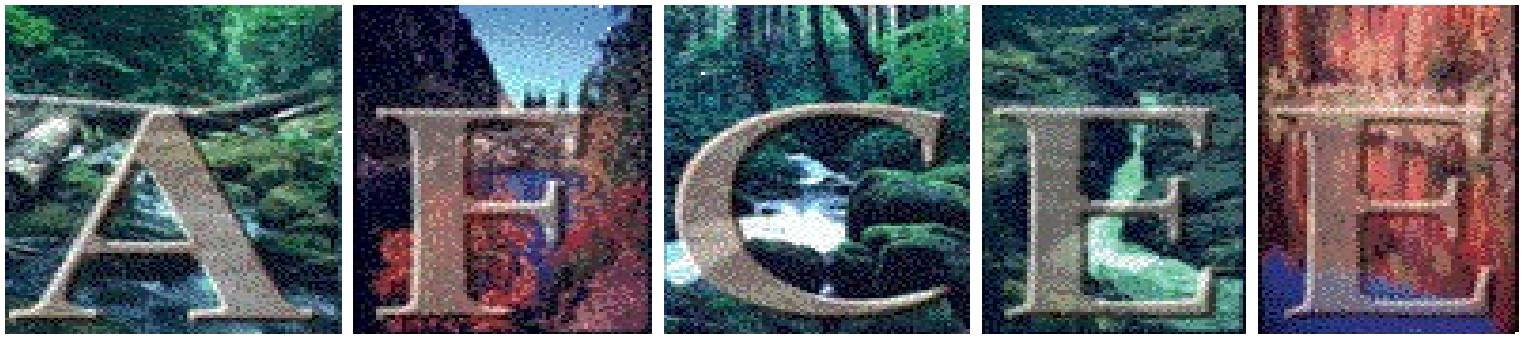


THE AIR FORCE CENTER FOR ENVIRONMENTAL EXCELLENC

Questions

Integrity - Service - Excellence

As of:

Source Selection Process for Worldwide Environmental Restoration and Construction

Mike Mullen
311 HSW/AE
DSN 240-6299

Purpose

311 HSW

- Give you insight in how and why the RFP is developed
- Give you insight into how the Gov't evaluates proposals
- Objective is to "demystify" the source selection process:
  - Encourage more participation, especially small businesses
  - Improve offeror's potential for awards
- Objective is for the Gov't to get better proposals to choose from

Topics

311 HSW

- RFP Development Process
- Evaluation Factors/Subfactors
- Past Performance
- Exchanges / Evaluation Notices
- Summary

311 HSW

RFP Development Process

RFP Development Process

311 HSW

- Define program requirements that meet our customer's needs
- Identify program risks associated with the requirements
- Analyze risks to determine priority and risk handling approach
- Develop a mitigation strategy for the highest risks
- Use RFP discriminators to mitigate program risks

Solicitation - Uniform Contract Format

311 HSW

Part I -- The Schedule

- **A Solicitation/contract form.**
- **B Supplies or services and prices/costs.**
- **C Description/specifications/statement of work.**
- **D Packaging and marking.**
- **E Inspection and acceptance.**
- **F Deliveries or performance.**
- **G Contract administration data.**
- **H Special contract requirements.**

Part II -- Contract Clauses

- **I Contract clauses.**

Part III -- List of Documents, Exhibits, and Other Attachments

- **J List of attachments.**

Part IV -- Representations and Instructions.

- **K Representations, certifications, and other statements of offerors or respondents.**
- **L Instructions, conditions, and notices to offerors or respondents.**
- **M Evaluation factors for award.**

RFP Development Process

311 HSW

Sec M (Evaluation Criteria):

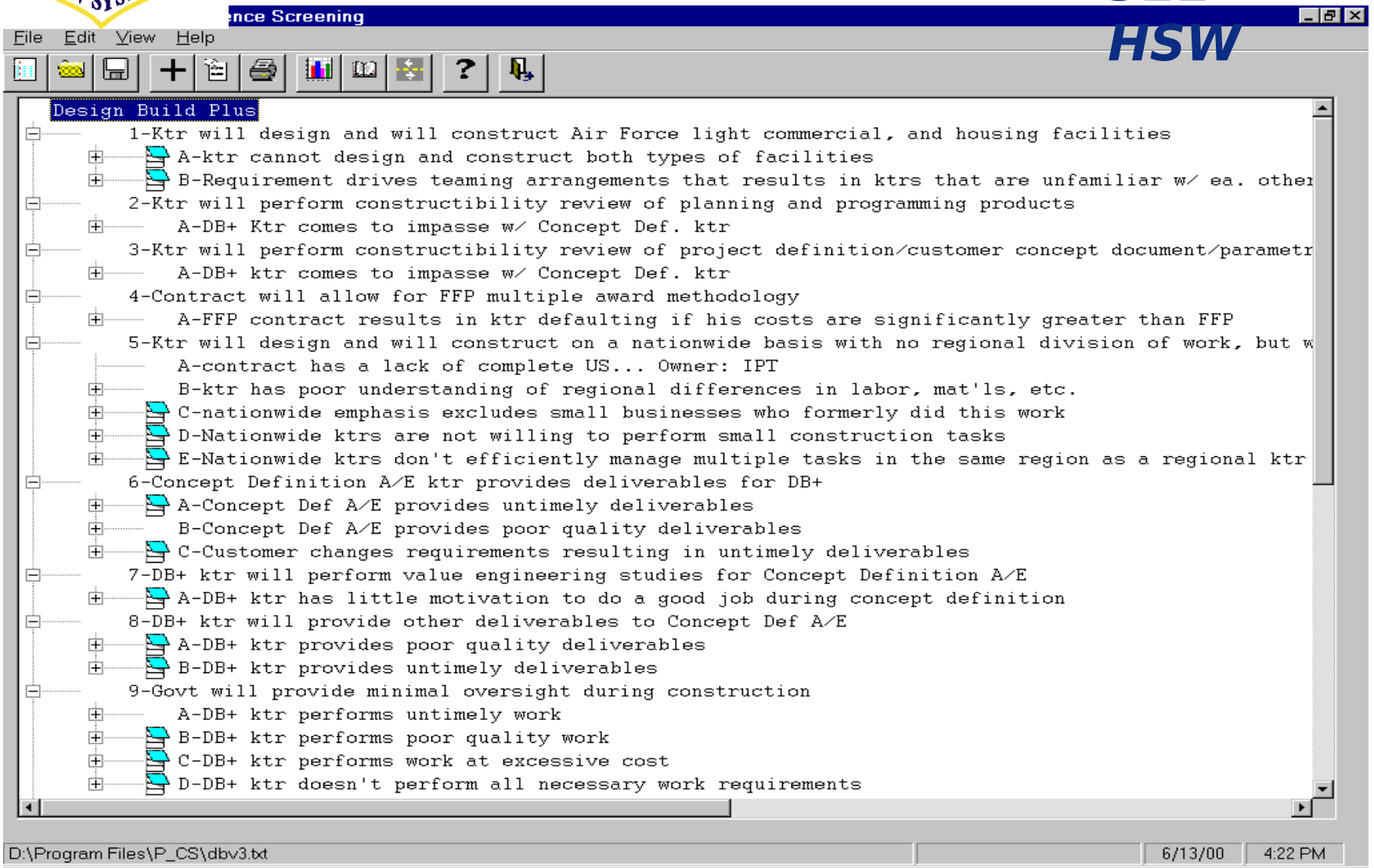
- Most important
- Represents about 95% of entire acquisition strategy
- Rules of selection; forms compact with offerors:
  - "Gov't says what they are going to do in Sec M. Then, during source selection, they will do what they said they were going to do."

Sec L (What information offeror must submit to be evaluated against Sec M criteria):

- Sec L and Sec M should track closely
- Requests only minimum data needed to evaluate proposals

Example Risk Assessment

311 HSW


nce Screening
File Edit View Help
Design Build Plus
1-Ktr will design and will construct Air Force light commercial, and housing facilities
A-ktr cannot design and construct both types of facilities
B-Requirement drives teaming arrangements that results in ktrs that are unfamiliar w/ ea. other
2-Ktr will perform constructibility review of planning and programming products
A-DB+ Ktr comes to impasse w/ Concept Def. ktr
3-Ktr will perform constructibility review of project definition/customer concept document/parametr
A-DB+ ktr comes to impasse w/ Concept Def. ktr
4-Contract will allow for FFP multiple award methodology
A-FFP contract results in ktr defaulting if his costs are significantly greater than FFP
5-Ktr will design and will construct on a nationwide basis with no regional division of work, but w
A-contract has a lack of complete US... Owner: IPT
B-ktr has poor understanding of regional differences in labor, mat'ls, etc.
C-nationwide emphasis excludes small businesses who formerly did this work
D-Nationwide ktrs are not willing to perform small construction tasks
E-Nationwide ktrs don't efficiently manage multiple tasks in the same region as a regional ktr
6-Concept Definition A/E ktr provides deliverables for DB+
A-Concept Def A/E provides untimely deliverables
B-Concept Def A/E provides poor quality deliverables
C-Customer changes requirements resulting in untimely deliverables
7-DB+ ktr will perform value engineering studies for Concept Definition A/E
A-DB+ ktr has little motivation to do a good job during concept definition
8-DB+ ktr will provide other deliverables to Concept Def A/E
A-DB+ ktr provides poor quality deliverables
B-DB+ ktr provides untimely deliverables
9-Govt will provide minimal oversight during construction
A-DB+ ktr performs untimely work
B-DB+ ktr performs poor quality work
C-DB+ ktr performs work at excessive cost
D-DB+ ktr doesn't perform all necessary work requirements
D:\Program Files\P_CS\dbv3.txt
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Edit View Help

Design Build Plus

1-Ktr will design and will construct Air Force industrial, commercial, and housing facilities

A-ktr cannot design and construct all three types of facilities

B-Requirem

2-KTR will per

A-DB+ Ktr

3-Ktr will per

A-DB+ ktr

4-Contract wil

A-Contract

B-DBIA ind

C-GMP cont

5-Ktr will des

6-Govt will em

7-Govt will ov

8-Govt will pr

9-Ktr will per

10-Ktr will pe

A-Ktr has

11-Ktr will co

12-Ktr will pe

13-Ktr will pe

14-Ktr will pe

15-Govt will h

16-Govt and Co

17-Ktr will be

18-Ktr will pr

19-AF defines the key elements and all criteria of each of its proposed projects

20-AF agrees to the floor plan, exterior elements and site of each of its projects it proposes in a timely manner

21-O&M Funding, MCP design funding, and MCP construction funding is provided on a timely basis

22-In using the GMP contract, the DB+ contractor will cooperatively work with the AF to produce the intended facil

others practices

ametric estimate pro

but w/ a regional ca

Risk Assessment

Risk: Ktr has little motivation to do a good job durir

Owner:

Probability of Occurrence

- [ ] No Risk
- [ ] Level 1: 0 - 10%
- [ ] Level 2: 11 - 40%
- [ ] Level 3: 41 - 60%
- [x] Level 4: 61 - 90%
- [ ] Level 5: 91 - 100%

OK

Cancel

?

Annotations

contractor likely to identify VE items under working design as opposed to concept definition; improprieties would show up under past performance;

Consequence of Occurrence

Performance | Schedule | **Cost (Minor)**

- [ ] Negligible
- [x] Minor
- [ ] Moderate
- [ ] Serious
- [ ] Critical

Cost Sheet

+ v2.txt

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Risk Analysis Example

311 HSW

	NEGLIGIBLE	MINOR	MODERATE	SERIOUS	CRITICAL
Level 5: 91 - 100%					
Level 4: 61 - 90%	P1A, P2B, P3B, P4B, P5B, P7B, S8A, P11B		C8A		
Level 3: 41 - 60%		P6B			
Level 2: 11 - 40%	P1B, P3A, P5A		P11A	P9A	
Level 1: 0 - 10%	P2A, P4A, P7A		P6A	P9B	P10A, P10B

Risk Handling Example

311 HSW

RISK	PRE	APPROACH	POST
C8A – Contractor has ineffective Program Management, requiring excessive Gov't Oversight	M	• **RFP Discriminator: CSOW and TMP evaluated for effective program management and past performance.** • Incentivize through Award Fee or Incentive Fee in contract structure	L
P9A – Contractor does not perform adequate testing due to financial contraints P10A – Contractor does not provide updates to the Performance Spec due to financial contraints.	M	• Program can shift ECO resources to complete testing or Spec • RFP Discriminator: Scrutinize cost mgt & cost realism in proposal and cost mgt in past performance.	L
P10B – Contractor does not update Performance Spec due to poor contract performance / lack of technical ability	M	• RFP Discriminator: CSOW and TMP evaluated for effective program management and past performance. • RFP Discriminator: Technical Experience and Technical Approach (technology, risk, design, proposal)	L

Section L & M Example

311 HSW

Sec M, Subfactor 1: "The offeror has demonstrated an acceptable level of understanding of the program requirements when it presents a management approach that is **efficient** and **effective**, while **proactively managing** cost/schedule/performance and risks in accordance with sound business practices. The approach must provide both contractor and Gov. management **clear visibility** into cost, schedule, performance, testing, and logistics, as well as clear visibility into program risks, while minimizing Gov. oversight and support...."

Sec L, Past Performance Questionnaire:
" **(4)** Did the contractor proactively manage cost/schedule/performance and risks?"
" **(5)** Did the contractor provide clear visibility into program execution?"

Discriminators

311 HSW

- **Discriminator Example: Systems Integration**
  - **Requirement: Design must fully integrate with existing associated systems**
  - **Risk: Contractor's design doesn't properly integrate with other systems - HIGH**
  - **Discriminator:**
    - » **Technical: Must propose a sound, realistic approach to systems integration for their design**
      Strength: Innovative, highly effective approach
    - » **Technical: Must have min. 2 years of systems integration experience**
      Strength: Experience specific to this acquisition
    - » **Past Performance: How well did they perform systems integration on past and current contracts?**

Discriminators

311 HSW

- **Steps to development of effective discriminators:**
  - **Develop, through risk analysis, criteria that addresses high program risks:**
    - **Must be important to the program**
    - **Used as tool to reduce risk**
  - **Develop, through market research, min. capability or performance value to apply to criteria:**
    - **Know capabilities of potential offerors**
    - **Set min. too high, no one proposes; too low, everyone is acceptable**
  - **Determine how min. value can be exceeded in a beneficial way, and how it can be captured by the Gov.**

Evaluation Factors & Subfactors

Source Selection Types

- **Best Value Source Selections (vs Lowest Price):**
  - **Lowest Price/Technically Acceptable (LPTA) - 2 Step**
    - **1: Min. Technically Acceptable (Pass/Fail)**
    - **2: Lowest Price among Technically Acceptable**
  - **Performance/Price Tradeoff (PPT) - 2 Step**
    - **1: Min. Technically Acceptable (Pass/Fail)**
    - **2: Trade-off between Past Performance & Price**
  - **Full Trade-Off (FTO) - 1 Step**
    - **Trade-off between all 4 Factors**

Proposal	Price	Mission Capability/ Tech. Acceptability	Past Performance	Risk
Low Price	√			
LPTA	√	+/-		
PPT	√	+/-	√	
FTO	√	√	√	√

“Super PPT”

311 HSW

- **Performance-Price Trade-off (PPT):**
  - **Two Phase**
  - **First phase is pass/fail “technical acceptability”**
  - **Second phase is trade-off between Past Performance and Price**
- **“Super PPT”:**
  - **First phase same as PPT (technical pass/fail)**
  - **Second phase uses Full Trade-Off process**
  - **All proposals evaluated against Mission Capability min. requirements**
  - **Only those meeting or exceeding min. requirements go to phase two**

“Super PPT”

311 HSW

- **“Super PPT” Phase Two:**
  - **Mission Capability evaluation is completed (give credit to exceeding min. requirements)**
  - **Proposal Risk, Past Performance, and Price evaluated**
  - **Limited phase one evaluation reduces no. of proposals for phase two detailed evaluation**
  - **Allows Mission Capability-Price, Past Performance-Price, and Proposal Risk-Price trade-offs**
  - **Effective discrimination with less evaluation time**

Evaluation Factors
Phase II

311 HSW

- **Mission Capability**
  - Evaluation of offeror's proposal against the Gov.'s minimum performance or capability requirements
- **Proposal Risk**
  - Assessment of risks and weaknesses associated with offeror's proposed approach
- **Past Performance**
  - Assessment of the degree of confidence the USAF has in an offeror to provide products or services that meet the users' needs (including cost and schedule) based on demonstrated record of performance
- **Price**
  - Total evaluated price based upon pricing model

Evaluation Factor Differences
Phase II

311 HSW

- **"Experience" example**
  - **MISSION CAPABILITY:** Offeror must have min. experience that is recent and relevant
  - **PAST PERFORMANCE:** "Quality" of recent, relevant experience examined as part of confidence assessment (e.g., late deliveries, poor quality of products)
- **"Risk" example**
  - **PROPOSAL RISK:** Offeror proposing using new, risky technology to meet min. performance requirement
  - **PAST PERFORMANCE:** Assess offeror's relevant past and present work record to determine risk of offeror to perform as proposed
- **"Realism" example**
  - **PROPOSAL RISK**: Unrealistically low proposed man-hours may represent high proposal risk to meeting the min. requirements
  - **COST**: Unrealistically low proposed man-hours may be basis

Evaluation Factors
Phase II

311 HSW

- **FACTOR: Mission Capability (Technical Team)**
  - **Limited to max. of six subfactors (if FAR 19.1202 applies, one subfactor must address SDB participation)**
  - **Subfactor ratings are not rolled up to factor level**
- **FACTOR: Proposal Risk (Technical Team)**
  - **Assessed at Mission Capability subfactor level**
- **FACTOR: Past Performance (PRAG Team)**
  - **Rated at factor level**
- **FACTOR: Price/Cost (Contract/Cost Team)**

WERC Evaluation Factors Phase II

311 HSW

Factor 1 - Mission Capability
- Subfactor 1.1 – Resources
- Subfactor 1.2 – Management Approach
- Subfactor 1.3 – Experience
- Subfactor 1.4 – Small Business Participation

Factor 2 - Proposal Risk
- Subfactor 2.1 – Resources
- Subfactor 2.2 – Management Approach
- Subfactor 2.3 – Experience
- Subfactor 2.4 – Small Business Participation

Mission Capability Ratings

311 HSW

Blue - Exceptional Exceeds specified min. performance or capability requirements in a way beneficial to the Air Force.

Green - Acceptable Meets specified minimum performance or capability requirements necessary for acceptable contract performance.

Yellow - Marginal Does not clearly meet some specified minimum performance or capability requirements necessary for acceptable contract performance, but any proposal inadequacies are correctable.

Evaluation Subfactors

311 HSW

- **Mission Capability Subfactors (Con't):**
  - **Sec M should include one of the following:**
    - ★ **Identify thresholds, but not any objectives; will consider any ktr enhancements**
    - » **Identify thresholds & objectives; may evaluate ktr features that exceed thresholds or objectives**
    - » **Identify thresholds & objectives; may evaluate ktr features that exceed thresholds, but not objectives**
  - **"Desirables" are indications of Gov't perceived enhancements; reduces offeror guessing**

Mission Capability Evaluation Narratives

311 HSW

- **Mission Capability:**
  - **Strength:** A significant, outstanding, or exceptional aspect of an offeror's proposal that has merit and exceeds specified performance or capability requirements in a way beneficial to the Air Force, and either will be included in the contract or is inherent in the offeror's process.
  - **Proposal Inadequacy:** An aspect or omission from an offeror's proposal that may contribute to a failure in meeting specified minimum performance or capability requirements.
  - **Deficiency: A material failure of a proposal to meet a Gov. requirement** or a combination of significant weaknesses in a proposal that increases

Proposal Risk Ratings

311 HSW

- **High** ***Likely*** to cause ***significant*** disruption of schedule, increased cost, or degradation of performance. Risk may be unacceptable even with special contractor emphasis and close Government monitoring.

- **Moderate** ***Can potentially*** cause ***some*** disruption of schedule, increased cost, or degradation of performance. Special contractor emphasis and close Government monitoring will probably be able to overcome difficulties.

- **Low** Has ***little potential*** to cause disruption of schedule,

Proposal Risk Narratives

311 HSW

- **Proposal Risk:**
  - Discussion of risk includes potential for disruption of schedule, increased cost, degradation of performance, need for increased Gov. oversight, and likelihood of unsuccessful contract performance.
  - Ktr's proposed risk mitigation must be evaluated for each risk, and why it is manageable or not.
  - **Weakness:** A flaw in the proposal that increases the risk of unsuccessful contract performance.
  - **Deficiency:** A material failure of a proposal to meet a Gov. requirement or **a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an**

Factor Importance

311 HSW

- **RFP Section M, Evaluation Factors for Award, *SHALL* specify order of importance, including subfactors and elements, if used**
- **Past performance *SHALL* be at least as important as the most important non-cost factor**
- **All evaluation factors (other than cost or price), when combined, are:**
  - ★ **Significantly more important than cost or price;**
  - **Approximately equal to cost or price; or**
  - **Significantly less important than cost or price**
- **Order of importance is needed when trade-offs are to be used**

WERC Factor/Subfactor
Order of Importance - Phase II

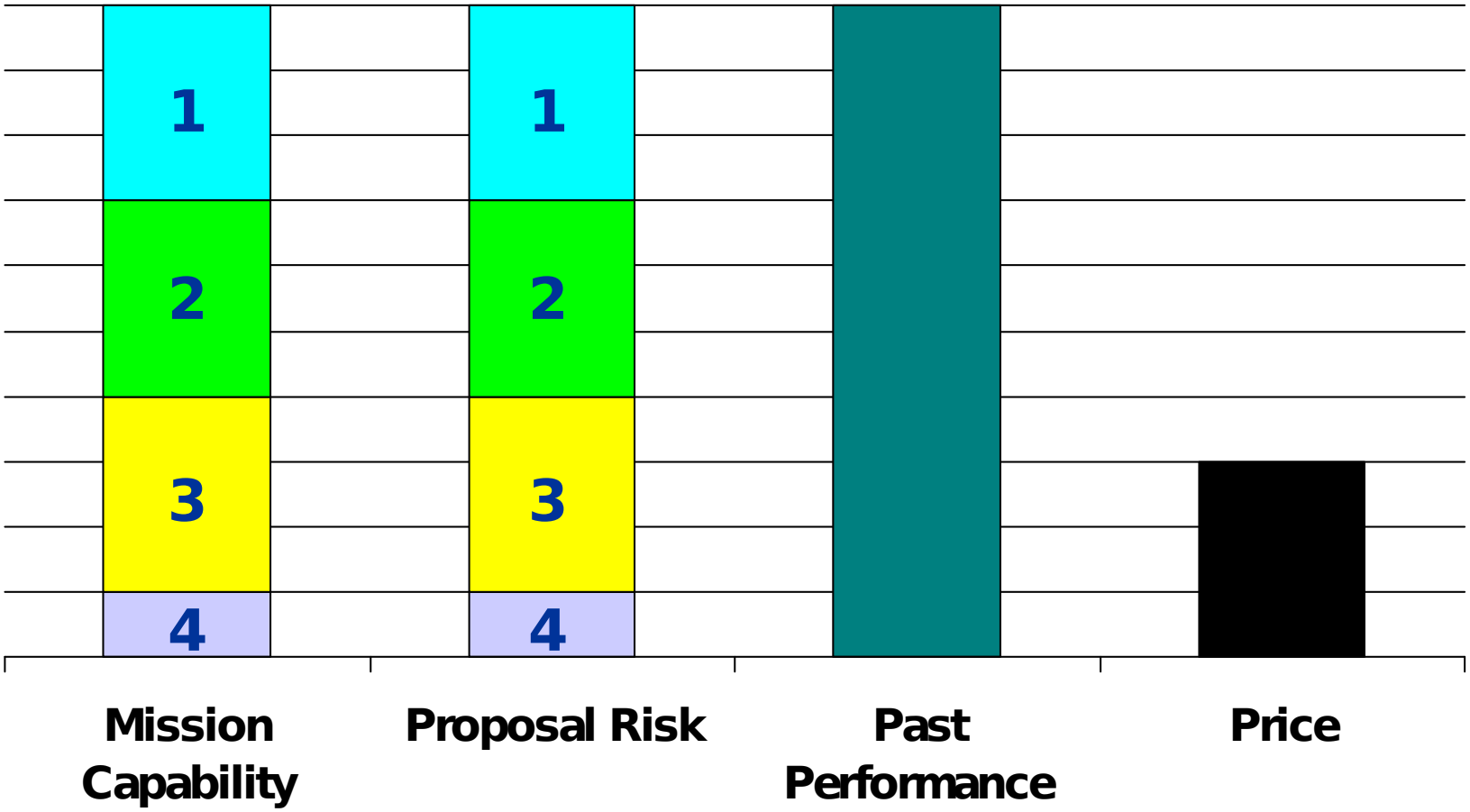
311 HSW

- **RFP Section M ('Evaluation Factors for Award') specifies order of importance:**
  - Mission Capability, Proposal Risk, and Past Performance are of **equal** importance. Price is **significantly less** important.
  - Mission Capability, Proposal Risk, and Past Performance, when combined, are **significantly more** important than Cost.
  - The first three Mission Capability and Proposal Risk subfactors are of **equal** importance; the fourth subfactors are **significantly less** important.

WERC Relative Importance of Factors/Subfactors

Phase II

311 HSW



Overall Assessment Example - Final Evaluation

311 HSW

	Offeror A	Offeror B	Offeror C	Offeror D	Offeror E
SF 1	M	L	L	L	L
SF 2	L	L	L	L	L
SF 3	L	M	L	L	L
SF 4	L	L	L	L	L
Performance Confidence	E	VG	S	E	M
Cost Realistic/ Reasonable	Y Y	N Y	Y N	Y Y	Y Y

Evaluation Principles

311 HSW

Source selection is a process of discrimination:

- All offerors come into the process with a clean slate
- If source selection is properly structured and conducted:
  - - Offerors who are too expensive, too risky, don't understand the requirements, will drop to the bottom
  - - Offerors who have superior ideas, excellent past performance, low costs will rise to the top
  - - Offerors who are OK or mediocre, will be in the middle
- Worst case for source selection: all green, all blue, or all red

Evaluation Principles

311 HSW

Evaluator's Process:

1) What is the minimum performance or capability requirement in the Section M evaluation criteria?
2) Does the Offeror's proposal meet, fail to meet, or exceed that min. requirement?
3) Explain how and where in the Offeror's proposal it meets, fails to meet, or exceeds.
4) If it exceeds, does it meet the definition of a "strength"?
5) If a "strength," explain how it is a strength. Listing salient features of proposals as strengths is not enough. Benefits of strengths must be clearly articulated.

Evaluation Principles

311 HSW

Evaluator's Process:

6) Describe the risk associated with the Offeror's approach to meeting the Offeror's proposed requirement (vs the RFP's minimum requirement).

7) What is the schedule, performance, or cost impact of the risk?

8) Does the risk meet the definition of Weakness or Significant Weakness? How?

FTO Subfactors

311 HSW

Subfactor 1.4 - Experience This subfactor is met when:

(a) The prime contractor has a minimum of one year, within the last three years, of Government or commercial experience as a systems integrator. Laser eye protection systems integrator experience is desirable; and,

(b) The prime or subcontractor has a minimum of one year of Government or commercial experience within the last three years in each of the following:

(1) Standard eyeglass frame or wrap-around frame design and manufacturing experience.

(2) Experience in reflective and/or absorptive technology. Laser eye protection prototyping or production experience is desirable.

FTO Subfactors

311 HSW

SECTION M, Subfactor 1.2 - Production Schedule Plan: This subfactor is met when the Offeror presents a total delivery schedule for the first delivery order, supported by a sound and realistic production schedule plan, of not more than six (6) months from award of the first delivery order. It is highly desirable to deliver the units as soon as possible after the first delivery order is awarded.

SECTION L, Past Performance Questionnaire:
(2) How well did the contractor deliver according to the agreed-to schedule? What were the causes of any schedule variances?

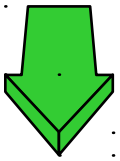
(3) To what level did the contractor have insight into schedule variances (if applicable)?

Past Performance

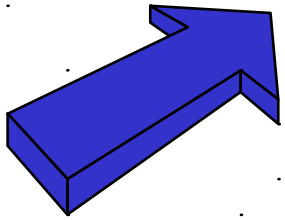
Past Performance Data Sources

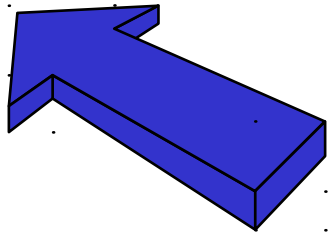
311 HSW

Contractor Past Performance Volume



Performance Data





Other Service/Command/ Agency/Commercial/State or Local Government Questionnaires/ Interviews

Past Performance Information Retrieval System (PPIRS)

Past Performance Information

311 HSW

- Past performance information is one indicator of an offeror's ability to perform the contract successfully
- Currency and relevancy of the information, source of the information, context of the data, and general trends in contractor's performance shall be considered
- Offeror's information on problems encountered on contracts they identify, and the offeror's corrective actions shall be considered when evaluating the offeror's past performance

Typical Past Performance Evaluation Process

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- Offerors requested in solicitation to ID six of their most relevant contracts (three for ea. sub) w/i the **past three years**
- PRAG gathers information on these and others (thru PPIRS, questionnaires, etc.)
- Contract performance for each is assessed
- Each are assigned relevancy rating
- Past Performance assessment is weighted with contract performance from most relevant, most recent contracts

Past Performance
Contract Performance Ratings

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EXCEPTIONAL - Performance meets contractual requirements and exceeds many requirements to the Gov.'s benefit. The contractual performance of the element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

VERY GOOD - Performance meets contractual requirements and exceeds some requirements to the Gov.'s benefit. The contractual performance of the element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

SATISFACTORY - Performance meets contractual requirements. The contractual performance of the element being assessed contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

MARGINAL - Performance does not meet some contractual requirements. The contractual performance of the element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions or the contractor's proposed actions appear only marginally effective or were not fully implemented.

UNSATISFACTORY - Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element being assessed contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.

Past Performance Relevancy Definitions

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HIGHLY RELEVANT - The magnitude of the effort and the complexities on this contract are essentially what the solicitation requires.

RELEVANT - Some dissimilarities in magnitude of the effort and/or complexities exist on this contract, but it contains most of what the solicitation requires.

SOMEWHAT RELEVANT - Much less or dissimilar magnitude of effort and/or complexities exist on this contract, but it contains some of what the solicitation requires.

NOT RELEVANT - Performance on this contract contains relatively no similarities to the performance required by the solicitation.

Past Performance Ratings

311 HSW

- **Exceptional/High Confidence**
  - Based on the offeror's performance record, **essentially no doubt** exists that the successful offeror will successfully perform the required effort.
- **Very Good/Significant Confidence**
  - Based on the offeror's performance record, **little doubt** exists that the offeror will successfully perform the required effort.

Past Performance Ratings

311 HSW

- **Satisfactory/Confidence**
  - Based on the offeror's performance record, **some doubt** exists that the offeror will successfully perform the required effort.
- **Neutral/Unknown Confidence**
  - **No performance record identifiable** (see FAR 15.305(a)(2)(iii) and (iv)). .

Past Performance Ratings

311 HSW

- **Marginal/Little Confidence**
  - Based on the offeror's performance record, **substantial doubt** exists that the offeror will successfully perform the required effort. Changes to the offeror's existing processes may be necessary in order to achieve contract requirements.
- **Unsatisfactory/No Confidence**
  - Based on the offeror's performance record, **extreme doubt** exists that the offeror will successfully perform the required effort.

Evaluation of Past Performance

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Offeror	A	B
No. of PPI	20	1
Contract Rating	Exceptional	Very Good
PP Assessment?	HC?	C?
Relevancy	SR	HR
Recent?	>3 yrs ago	Current
Incumbent?		X
PP Assessment?	LC?	SC?

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Exchanges
&
Evaluation Notices

Exchanges After Proposal Receipt

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M001 2-PHASE SOURCE SELECTION (JUNE 2003) (TAILORED)

D. Discussions

(a) The Government intends to evaluate proposals and award contracts without discussions with Offerors (except clarifications as described in FAR 15.306(a)).

(b) The Offeror's initial proposal should contain the Offeror's best terms from a technical and Price standpoint.

(c) The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary.

(d) If discussions are held, discussions will only be held with those Offerors determined to be in the competitive range.

Exchanges After Proposal Receipt

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- Clarifications **- when awarding without discussion, clarifications are the only exchange conducted after receipt of proposals**
- Communications **- conducted in an attempt to establish competitive range**
- Discussions **- are held after the competitive range determination.**

Exchanges - Clarification

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- **FAR 15.306(a)(2): "If award will be made without conducting discussions, offerors may be given the opportunity to clarify certain aspects of proposals (e.g., the relevance of an offeror's past performance information and adverse past performance information to which the offeror has not previously had an opportunity to respond) or to resolve minor or clerical errors."**

Exchanges - Discussions

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- **Exchanges are considered Discussions when the Government allows:**
  - **Proposal revisions to occur**
  - **Proposal deficiencies to be corrected**
  - **Material omissions to be corrected**
  - **Technical or cost aspects to be materially altered**
- **Discussions occur with all offerors in the competitive range, to varying degrees**

Evaluation Notices (ENs)

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- **<u>Evaluation Notice:</u> Exchanges with offerors for purposes of <u>Clarifications</u>, <u>Communications</u>, or <u>Discussions</u>. SSET inquiries to offerors to better understand offeror proposals, or to notify offerors about deficient aspects of their proposals.**
  NOTE: ENs which result from deficiencies in the offeror's proposal must be clearly identified to the offeror as deficiencies.
- **ENs may also be used to communicate with offerors on issues of compliance with the requirements of the RFP other than evaluation factors.**

Evaluation Notice Form

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EVALUATION NOTICE (EN)

_____FAR 15.306(a) Clarification

_____FAR 15.306(b) Communications

_____FAR 15.306 (c) Discussions

_____Deficiency

Offeror_____

Control#_____

RFP REFERENCE *(Specify RFP paragraph number, Section M reference, etc.)*
GOVERNMENT COMMENT:

Factor _____

Subfactor _____

Element _____

PROPOSAL REFERENCE: *(Specify offeror's document, Proposal Volume, paragraph, and page number)*

SUMMARY: Description of issue in question and specific request for additional/supplemental information needed to clarify or correct the issue. Include references to the solicitation if necessary.

EVALUATOR:

OFFEROR RESPONSE:

EVALUATOR ASSESSMENT OF OFFEROR RESPONSE: Address impact (including impact on offeror ratings, if any) and evaluate response.

Summary